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**SUBJECT: OPTIONAL MULTI-DAY/SINGLE DAY FOOD BAR  
PRODUCTION RECORD FORMS AND INSTRUCTIONS  
NSLP – 76**

TO: Authorized Representatives  
National School Lunch Program (NSLP)

FR: Sandra Kangas, Director  
Child & Adult Nutrition Services

DT: November 5, 2003

A copy of this information should be given to the food service director and the original should be placed in the numbered memo notebook from Child and Adult Nutrition Services.

Schools/agencies implementing a daily food bar with several choices may consider using the Optional Multi-Day Food/Condiment Bar production record in order to maintain adequate documentation for meal pattern requirements. This form may be helpful if several items are offered each day and there is not enough room on the daily production record to record all the items for the food bar. It does not take the place of the state production record prototype found in NSLP memo 9A.

Use of this production record is not required and is offered only as an alternative way to document food bar items. The school/agency could also consider recording daily food bar items including quantities set out and leftover, on the back side of the production record that is used for lunch each day. If you have developed a method for recording food bar items that you would like to have reviewed, please contact the CANS office.

The information documented in this production record will be used to develop a "recipe" for the food bar when a menu analysis is completed by the state agency. It may also be helpful for schools using menu analysis software. If a school/agency would like to adapt this production record for a breakfast bar, it will require state agency approval.

In addition, enclosed in an Optional Single Day Food Bar Production Record that may be used when only an occasional food bar such as a potato bar, taco bar, pasta bar, etc. is offered. The occasional food bar may be something that is offered only once a week or couple times a month and is not an ongoing daily food bar. When this occasional food bar offers all of the required food components for a reimbursable meal, it could conceivably become the production record for that particular day only. Documentation of all required information must still be included such as actual meal counts for the day by grade group.

A sample of these types of production records along with completed examples and instructions is enclosed in this memo. Copy the forms for use as needed. Detailed information for the NSLP prototype production record and instructions can be found in numbered memo NSLP- 9A.

Feel free to contact Child & Adult Nutrition Services at 773-3413 regarding any questions.

## **OPTIONAL MULTI-DAY FOOD/CONDIMENT BAR PRODUCTION RECORD INSTRUCTIONS**

Choose the food bar production record that coincides with the menu planning option your school/agency is implementing. Schools using the Enhanced Menu Planning option will use the production record stating “Enhanced Menu Planning” in the upper left corner of the form with the established grade groups of K-6 and 7-12. Schools using the Traditional Menu Planning option will use the production record stating “Traditional Menu Planning” in the upper left corner of the form and uses the established grade groups of K-3 and 4-12.

Schools/agencies using the Nutrient Standard Menu Planning option may also find this form helpful in developing a “recipe” for any occasional food bars that are offered at their sites and should use the “Enhanced Menu Planning” form with grade groups K-6 and 7-12.

Each day, record the food item and the actual amounts set out on the food bar. Items used repeatedly each week may be written in before copying the form. Be sure to indicate “leftover” for any items that are set out from the previous day such as a casserole or dessert item since leftover items are not included in menu analysis unless they are needed to meet meal pattern requirements. At the end of the week tally the daily total amounts set out and subtract the amounts leftover to determine actual amounts used for that week.

Each day record the planned number of students by age/grade group and adults expected to use the food bar and record these numbers in the appropriate spaces below the days of the week at the top of the form. Also remember to record the SFA name and site name as well as the week and year.

This production record must be kept on file along with your regular school lunch production records as documentation of your “food bar recipe” for analysis purposes and for documentation of adequate servings to meet meal pattern requirements. It is recommended to staple this production record to the correlating 5 days of regular production records.

## **OPTIONAL SINGLE DAY FOOD BAR PRODUCTION RECORD INSTRUCTIONS**

Choose the food bar production record that coincides with the menu planning option your school/agency is implementing. Schools using the Enhanced or Nutrient Standard Menu Planning option will use the production record stating “Enhanced Menu Planning” in the upper left corner of the form with the established grade groups of K-6 and 7-12. Schools using the Traditional Menu Planning option will use the production record stating “Traditional Menu Planning” in the upper left corner of the form and uses the established grade groups of K-3 and 4-12.

Schools/agencies using the Nutrient Standard Menu Planning option may also find this form helpful in developing a “recipe” for any occasional food bars that are offered at their sites.

When documenting a single day food bar, record the food item and the actual amounts set out on the food bar. Items used repeatedly each time may be written in before copying the form.

Record the planned number of students by age/grade group and adults expected to use the food bar and record these numbers in the appropriate spaces in the upper right corner of the form. Also remember to record the SFA name and site name as well as the date, year and type of food bar. Of course, you may continue to use the regular state prototype production record or approved alternate for this purpose as well.

Bread and milk may be recorded on this production record or indicate this information is on the main daily production record. In this case it is recommended to staple the single day production record to the correlating day of regular production records or approved alternate.

11/03

# MULTI-DAY FOOD/CONDIMENT BAR PRODUCTION RECORD

**TRADITIONAL MENU PLANNING SFA:** \_\_\_\_\_ **Site:** \_\_\_\_\_

Production records are required daily for all meals claimed for reimbursement. This production record is designed for schools that have an ongoing food/salad bar. It is also useful for self-service condiments. Write in items used routinely before copying the form. The 'total amount used' column is used for nutrient analysis and documentation of meal pattern requirements.

Week of: _____ Year: _____		Monday			Tuesday			Wednesday			Thursday			Friday				Total # Planned		
		E	H	A	E	H	A	E	H	A	E	H	A	E	H	A		E	H	A
<b>Record Daily Planned Participation:</b> E (K-3) H (4-12) A (Adult) ⇒																				
<b>Food Items Used and Form Commodity</b>	<b>Recipe #/# Servings or Product Name &amp; Code # or</b>	On Monday record the total amount of all foods prepared. As foods are added during the week, record the quantities. On Friday record the leftover amount of each item and calculate total used that week.															<b>Leftovers</b> ⇒	<b>Total Amount Used</b>		

## EXAMPLE

# **MULTI-DAY FOOD/CONDIMENT BAR PRODUCTION RECORD**

**TRADITIONAL MENU PLANNING**    **SFA:** Your Local Agency USA    **Site:** Your School USA

Production records are required daily for all meals claimed for reimbursement. This production record is designed for schools that have an ongoing food/salad bar. It is also useful for self-service condiments. Write in items used routinely before copying the form. The 'total amount used' column is used for nutrient analysis and documentation of meal pattern requirements.

Week of: <u>month/day</u> Year: <u>xxxx</u>		Monday			Tuesday			Wednesday			Thursday			Friday				Total # Planned		
		E	H	A	E	H	A	E	H	A	E	H	A	E	H	A		E	H	A
<b>Record Daily Planned Participation:</b> E (K-3) H (4-12) A (Adult) ⇒		5	50	2	0	70	2	10	50	2	0	55	1	5	45	3		20	270	10
<b>Food Items Used and Form</b>	<b>Recipe #/# Servings or Product Name &amp; Code # or Commodity</b>	On Monday record the total amount of all foods prepared. As foods are added during the week, record the quantities. On Friday record the leftover amount of each item and calculate total used that week.														<b>Leftovers</b> ⇒	<b>Total Amount Used</b>			
Lettuce, ready to eat salad mix		10#			7#			7#			5#			3#			2#	30#		
American processed cheese, shredded, comm		3#			1#			1#			2#						.5#	6.5#		
Eggs, large, hard boiled		2 doz.			3 doz.						16 eggs						0	76 eggs		
Carrots, fresh, baby		5#						3#						1#			1#	8#		
Tomatoes, fresh, diced, comm		4#						2#			1#						0	7#		
Potato salad, USDA E-9 (1/2 cup/serving)		50 servings			50 servings												25 servings	75 servings		
Turkey, diced, comm					3#						2#						0	5#		
Marshmallow fluff salad, school recipe #5								2 gallons			8 cups						0	40 cups		
Watermelon, fresh, cut up					20#						15#						4#	31#		
Peaches, canned in lite syrup, comm		1 #10 can						1 #10 can						1 #10 can			½ #10	2.5 #10 cans		
Pineapple chunks lite syrup, comm					2 #10 cans						½ #10 can						0	2 ½ # 10 cans		
Ranch Dressing, low-fat, school recipe #11		2 qts			1 qt			2 qts			1 qt			1 qt			0	7 qt		
French Dressing, reg., bottled (Kraft)		½ qt			1 qt						1 qt						0	2 ½ qts		
1000 Island, low-fat, school recipe #10		1 qt						1 qt			1 qt						.5 qt	2.5 qts		
Saltine crackers, 2 crackers per package		3#			1#			2#			1#						.5#	6.5#		
Tuna Casserole, school recipe #20, leftover 7/9					1 12x20 pan			1 12x20 pan									0	2 12x20 pans		
Wheat bread, slices, extra 1.5# loaf		3 loaves			2 loaves			2 loaves			1 loaf			2 loaves			1 loaf	9 loaves		
White bread, slices, extra 1.5# loaf		3 loaves			2 loaves			2 loaves			2 loaves						0	9 loaves		
Margarine pats = 1 TBSP		125 pats						100 pats			75 pats						35 pats	265 pats		
Jelly packets = 2 TBSP		100 packets			100 packets			50 packets			50 packets							300 packets		

**ENHANCED MENU PLANNING**      **SFA:** \_\_\_\_\_ **Site:** \_\_\_\_\_

Production records are required daily for all meals claimed for reimbursement. This production record is designed for schools that have an ongoing food/salad bar. It is also useful for self-service condiments. Write in items used routinely before copying the form. The 'total amount used' column is used for nutrient analysis and meal pattern requirements.

[illegible]

## EXAMPLE

# MULTI-DAY FOOD/CONDIMENT BAR PRODUCTION RECORD

## ENHANCED MENU PLANNING

SFA: Your Local Agency USASite: Your School USA

Production records are required daily for all meals claimed for reimbursement. This production record is designed for schools that have an ongoing food/salad bar. It is also useful for self-service condiments. Write in items used routinely before copying the form. The 'total amount used' column is used for nutrient analysis and documentation of meal pattern requirements.

Week of: <u>month/day</u> Year: <u>xxxx</u>	Monday			Tuesday			Wednesday			Thursday			Friday				Total # Planned		
	E	H	A	E	H	A	E	H	A	E	H	A	E	H	A		E	H	A
Record Daily Planned Participation: E (K-6) H (7-12) A (Adult) ⇒	5	50	2	0	70	2	10	50	2	0	55	1	5	45	3		20	270	10
Food Items Used and Form Commodity	On Monday record the total amount of all foods prepared. As foods are added during the week, record the quantities. On Friday record the leftover amount of each item and calculate total used that week.															Leftovers ⇒	Total Amount Used		
Lettuce, ready to eat salad mix	10#			7#			7#			5#			3#			2#	30#		
American processed cheese, shredded, comm	3#			1#			1#			2#						.5#	6.5#		
Eggs, large, hard boiled	2 doz.			3 doz.						16 eggs						0	76 eggs		
Carrots, fresh, baby	5#						3#						1#			1#	8#		
Tomatoes, fresh, diced, comm	4#						2#			1#						0	7#		
Potato salad, USDA E-9 (1/2 cup/serving)	50 servings			50 servings												25 servings	75 servings		
Turkey, diced, comm				3#						2#						0	5#		
Marshmallow fluff salad, school recipe #5							2 gallons			8 cups						0	40 cups		
Watermelon, fresh, cut up				20#						15#						4#	31#		
Peaches, canned in lite syrup, comm	1 #10 can						1 #10 can						1 #10 can			½ #10	2.5 #10 cans		
Pineapple chunks lite syrup, comm				2 #10 cans						½ #10 can						0	2 ½ # 10 cans		
Ranch Dressing, low-fat, school recipe #11	2 qts			1 qt			2 qts			1 qt			1 qt			0	7 qt		
French Dressing, reg., bottled (Kraft)	½ qt			1 qt						1 qt						0	2 ½ qts		
1000 Island, low-fat, school recipe #10	1 qt						1 qt			1 qt						.5 qt	2.5 qts		
Saltine crackers, 2 crackers per package	120 pkg			100 pkg			100 pkg			60 pkg						25 pkg	355 pkg		
Tuna Casserole, school recipe #20, leftover 7/9				1 12x20 pan			1 12x20 pan									0	2 12x20 pans		
Wheat bread, slices, extra 1.5# loaf	3 loaves			2 loaves			2 loaves			1 loaf			2 loaves			1 loaf	9 loaves		
White bread, slices, extra 1.5# loaf	3 loaves			2 loaves			2 loaves			2 loaves						0	9 loaves		
Margarine pats = 1 TBSP	125 pats						100 pats			75 pats						35 pats	265 pats		
Jelly packets = 2 TBSP	100 packets			100 packets			50 packets			50 packets							300 packets		

